

## **CLASS TITLE: SENIOR MOTOR VEHICLE OPERATOR EXAMINER**

Class Code: 02458700  
Pay Grade: 21A  
EO: C

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To actively engage in, and to serve as a lead employee responsible to monitor and guide the work of Motor Vehicle Operator Examiners engaged in, the administration of written, visual, oral and performance tests to applicants in connection with the issuance of motor vehicle operators' licenses; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior who establishes policies, practices, and procedures to be followed; work is subject to review and approval by such superior.

**SUPERVISION EXERCISED:** As assigned, plans, organizes, supervises, and reviews the work of Motor Vehicle Operator Examiners; also may exercise general supervision over clerical employees as assigned by a superior.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To actively engage in, and to serve as a lead employee responsible to monitor and guide the work of Motor Vehicle Operator Examiners engaged in, the administration of written, visual, oral and performance tests to applicants in connection with the issuance of motor vehicle operators' licenses.

Prior to administration of driver qualifying tests, to review, for completeness and accuracy, all applications for motor vehicle operators' licenses, including those for operation of passenger cars, trucks, jitneys, school buses, taxicabs and motorcycles; to notarize such applications as required.

To administer and score eye tests to determine the visual acuity of applicants; to administer and score written tests and give decisions thereon to be used for qualifying applicants for a motor vehicle operator's permit or license.

To administer and score road tests and to render decisions as to whether or not applicant receives a license to operate a motor vehicle.

To give and score oral tests for candidates having English language comprehension difficulties.

To lecture on driving safety to applicants.

To receive taxes, fees and other monies pertaining to licensing transactions, and to maintain simple records thereof.

To issue, at the counter or over the telephone, general information concerning first license applications and examinations and to make appointments for applicants.

To handle requests for information of a confidential or complex nature received from other agencies and the public.

As assigned, to supervise and review the work of clerical employees engaged in scheduling the administration of written, visual, oral and performance tests and performing other clerical tasks relative to the operation of the Section.

To be responsible for the effective and efficient training of Motor Vehicle Operator Examiners in methods and procedures set by the Division.

To assist a superior in facilitating and ensuring the courteous and efficient operation of the road test program.

To provide friendly, professional, and courteous service to all customers, and to handle complaints received from the public, to adjust them amicably, and to appropriately escalate customer complaints and other issues to a superior for resolution.

To perform daily staff timekeeping activities; to review the time and attendance information reported for each employee under his/her supervision, and to manage employee attendance and payroll records with a reasonable degree of accuracy.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of driver testing procedures; a working knowledge of Rhode Island Motor Vehicle Laws pertaining to the licensing of motor vehicle operators; the ability to provide friendly, professional and courteous customer service; the ability to organize, plan, supervise and review the work of a staff of subordinates; the ability to deal tactfully with the public; the ability to express ideas clearly in written and oral English; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment as a Hearing Officer, Motor Vehicle Investigator, or Motor Vehicle Operator Examiner: or in a responsible position involving the examination and approval of applications for renewal of licenses or permits, or in private or governmental investigatory or regulatory work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENT:**

1. Must possess and maintain a valid driver's license at the time of appointment and continually thereafter.
2. Must, at the time of application and continually thereafter, maintain a good driving record.
3. At the time of application and annually thereafter, must successfully pass a nationwide criminal background check in accordance with applicable federal regulations. Criteria for not passing the criminal background check includes, but is not limited to, any felony conviction within the last 10 years or any conviction involving fraudulent activities.
4. Before being certified to administer CDL knowledge skill tests, must complete a formal CDL test examiner trainer course and examination that includes Introduction to CDL Licensing System, Overview of the CDL Test and Knowledge Test in accordance with applicable federal regulations.
5. Must meet the qualification and training standards of FMCSA §384.228 regarding CDL examinations.

Class Created: April 10, 2016